

COVID-19 Employee Isolation Request

Purpose:

To allow City of Tucson (COT) public safety employees, communications employees, emergency responders, and other critical COT employees an opportunity to request self-isolation amongst COVID-19 concerns.

Employees have been categorized into three identifiable tiers for placement. Within each category will be the type of isolation provided, support services at the designated hotel, and the medical recommendations such as daily self-monitoring for symptoms.

Employee Isolation Placement:

Each individual employee request will be reviewed by the Isolation Liaison Team for proper placement into one of the following tiers:

- Tier 1 - Low Risk
- Tier 2 - High Risk based on various exposure scenarios to a potential positive COVID-19 carrier
- Tier 3 - Positive COVID-19 employee

Procedure:

Employee requesting isolation will make an isolation request through the COT EOC Isolation Liaison Team (ILT) via email, EOCIsolationLiaison@tucsonaz.gov, or direct phone contact, 305-6987. The following questions will be asked of the employee by the liaison team:

- What is your name, department, and employee identification number?
- What is the purpose of this request?
- What is the nature of your exposure?
- Are there other mitigating factors which require you to be sheltered away from home?

At this point the ILT will consult with the Planning and Safety Sections of the EOC for proper placement at the identified hotel. The liaison team will coordinate with the hotel liaison for seamless placement.

Isolated Employee Responsibilities:

- Any isolated COT employee will follow all COT administrative directives and policies.
- Any isolated COT employee will maintain contact with their direct supervisor for updates.
- Any isolated COT employee will communicate directly with the liaison team concerning hotel needs and concerns.
- Any isolated COT employee will self-monitor and report daily for symptoms and, if needed, follow up with their PCP or designated occupational health care provider.

Discontinuance of Isolation:

- Tier 1 employee circumstances will be reviewed based on CDC guidance every seven (7) days.
- COT employee who has been isolated will make the request to discontinue isolation directly to the ILT.
- The ILT will discuss the request with the Safety Section of the COT EOC to assure the employee is ready to discontinue isolation based on signs, symptoms, and proper medical evaluation to include testing if deemed necessary based on what isolation tier the employee was placed in.
- Once it is determined the employee is ready to discontinue isolation, the liaison team will coordinate check out procedures with the hotel liaison at the designated hotel.

Employee Requested Isolation

